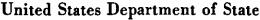
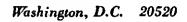
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SISC

June 18, 1984

MEMORANDUM TO ALL BUREAUS

SUBJECT: IG/SIG Memoranda Addressees

Executive Registry

84 - 2666

In preparing Hill-IG and Hill-SIG memoranda to other agencies, drafting officers should select addressees from the list below. On the attached format guidance, please note that OVP is given the courtesy of top position, followed by NSC.

OVP - Mr. Donald P. Gregg NSC - Mr. Robert Kimmitt ACDA - Mr. William Staples Agriculture - Mr. Raymond Lett - Mr. Malcolm Butler AID CEA - Mr. William Niskanen CIA Commerce - Mrs. Helen Robbins Customs - Mr. William von Raab Defense - COL R. J. Affourtit Energy - Mr. William Vitale EPA - Mr. Fitzhugh Green - Mr. William H. Draper, III EXIM Bank - Mr. Edward O'Malley FBI - Mr. Kalmann Schaefer FCC Federal Reserve - Mr. Charles Siegman - Mr. Ray Kline HHS - Miss Mary Frances Lowe Interior - Mr. Stephen Gleason JCS - CDR Timothy Hartung - Mr. Ronald Blunt Justice Labor - Mr. Robert Searby NASA - Mr. Kenneth Pedersen NRC - Mr. Samuel Chilk NSA NSF - Dr. Francis Johnson OMB - Mr. Alton Keel - Mr. John Svahn OPD - Dr. George Keyworth Transportation - Mr. Logan H. Sallada Treasury - Mr. Christopher Hicks - Amb. Harvey Feldman UNA USIA - Ms. Teresa Collins USTR - Mr. Dennis Whitfield

The above list will be revised as the addressees change.

Edward W. Gnehm, Jr. Director

Secretariat Staff

Attachment: Sample Format

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United States Department of State

Washington, D.C. 20520

DATE

CLASSIFICATION

Interagency Group No.

TO: OVP - Mr. Donald P. Gregg
NSC - Mr. Robert Kimmitt
CIA

Commerce - Mrs. Helen Robbins
Defense - COL R. J. Affourtit
JCS - CDR Timothy Hartung
USTR - Mr. Dennis Whitfield

SUBJECT: Format for IG/SIG Memoranda

Charles Hill Executive Secretary

Attachments:

- 1. xxxxxxxxxx
- 2. xxxxxxxxxx

<u>CLASSIFICATION</u> Downgrader

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